

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: TRANSPORTATION COORDINATOR

POSITION LOCATION: Phoenix and Tucson

POSITION REPORTS TO: Transportation Manager

POSITION SUPERVISES: Driver II, Chaperone

MINIMUM QUALIFICATIONS: Two years experience in transportation; one year general office management or supervisory experience. High School diploma or equivalent. Computer skills.

PREFERRED QUALIFICATIONS: Two years experience in student transportation; experience in special needs transportation; experience in transportation planning or dispatching; experience with school bus standards, regulations and procedures; Commercial Driver License; Arizona School Bus Driver certification; Arizona Bus Driver Instructor License; ability to communicate using sign language.

MAJOR DUTIES AND RESPONSIBILITIES: Supervises and schedules drivers, & chaperones, including evaluations; interviews and recommends applicants for hire; coordinates required driver training. Responsible for direct customer service; receives and acts on calls for assistance to meet needs of drivers, parents and staff; resolves problems and promotes a positive work environment. Maintains required driver's license certification records; schedules and dispatches agency vehicles; coordinates vehicles; coordinates vehicle maintenance schedules as requested by mechanics. Adheres to all federal and state laws and agency policies and procedures governing student transportation and safety and health of students and staff.

KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of Arizona traffic laws; sign language; school bus routing, scheduling and dispatching procedures; PC operations; interviewing evaluation and counseling techniques; emergency procedures, including first aid and vehicle evacuation techniques; assertive discipline technique; non-aggressive restraint techniques; mobility techniques to assist visually impaired students; operation of specialized equipment, e.g., wheel chairs and lifts; basic vehicle maintenance inspection skills.

SPECIAL REQUIREMENTS/CONDITIONS: Must pass beginning sign language course at end of year. Must be willing to work flexible hours. Must be able to obtain CDL and Arizona Bus Driver Certification within six months of hire.

PAY PLAN: <u>Classified</u>	GRADE: <u>10</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>Revised:</u>
<u>7/2006</u>			